
Foreword

In July, 2002, the President approved the *National Strategy for Homeland Security*, a road map for the national effort to prevent and respond to acts of terrorism in the United States. The *National Strategy* recognizes the vital role of state and local public safety agencies in providing for the security of our homeland. In April, 2003, the President signed into law the Wartime Supplemental Appropriations Act of 2003, which provides state and local governments with additional funding to participate in the national effort to combat terrorism.

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) FY 2003 State Homeland Security Grant Program - Part II (SHSGP II) reflects a confluence of important Presidential initiatives designed to enhance the preparedness of the nation to combat terrorism. Whereas most states and municipalities have strengthened their overall capability to respond to acts of terrorism involving chemical, biological, radiological, nuclear or explosive (CBRNE) weapons, there continues to be room for improvement in meeting our national priorities of preventing and responding to terrorist attacks.

The Office for Domestic Preparedness is providing additional financial assistance directly to each of the nation's states and territories through the FY 2003 SHSGP II. This financial assistance is being provided to address the unique equipment, training, planning and exercise needs of state and local emergency responders, as well as to pay for costs associated with increased security measures at critical infrastructure sites during the period of hostilities with Iraq and for future periods of heightened threat.

The Department of Homeland Security looks forward to working with all of you in this critical national effort to secure our homeland.

Tom Ridge
Secretary
Department of Homeland Security

Contents

I.	Background	2
II.	The Fiscal Year 2003 State Homeland Security Grant Program - Part II	2
III.	Eligible Applicants and Funding Availability	4
IV.	Application Guidance	6
V.	Application Requirements	6
VI.	Administrative Requirements .	7
VII.	Reporting Requirements	9
Appendix A Site Eligibility for Critical Infrastructure Protection Funding		
Appendix B Allowable Equipment, Exercise, Training and Planning/ Administrative Costs		
Appendix C Grant Reporting Requirements		

I. Background

The U.S. Department of Homeland Security (DHS), through the Office for Domestic Preparedness (ODP), is providing additional financial assistance directly to each of the nation's states and territories through the Fiscal Year (FY) 2003 State Homeland Security Grant Program - Part II (SHSGP II). This financial assistance is being provided to supplement funding available through the FY 2003 State Homeland Security Grant Program for first responder preparedness, and to mitigate the costs of enhanced security at critical infrastructure facilities during the period of hostilities with Iraq and future periods of heightened threat.

The Office for Domestic Preparedness transferred from the U.S. Department of Justice, Office of Justice Programs (OJP), to the U.S. Department of Homeland Security effective March 1, 2003. The OJP Office of the Comptroller (OC) will continue to provide fiscal support and oversight to the SHSGP II for the effective period of performance for the grant.

II. The FY 2003 State Homeland Security Grant Program - Part II

A. Authorized Program Purpose

Funding for the FY 2003 SHSGP II is authorized by: 1) Public Law 108-11, the Wartime Supplemental Appropriations Act of 2003; 2) Public Law 107-56, the USA Patriot Act of 2001; and, 3) Public Law 107-296, the Homeland Security Act of 2002. The FY 2003 SHSGP II seeks to provide the resources necessary for states and local communities to supplement funding available through the FY 2003 State Homeland Security Grant Program for first responder preparedness, and to mitigate the costs of enhanced security at critical infrastructure facilities during the period of hostilities with Iraq and future periods of heightened threat.

B. Program Requirements

Receipt of funds under ODP's FY 2003 SHSGP II is contingent upon submission of the on-line grant application described in Section V of the FY 2003 SHSGP II Program Guidelines and Application Kit. ***Applications for funding under this program must be submitted by May 30, 2003. In addition, funds provided as part of the FY 2003 SHSGP II must be obligated within 45 days of the grant award date.***

C. Authorized Program Expenditures

1. Critical Infrastructure Protection: Funds provided as part of the FY 2003 SHSGP II may be used for: 1) public safety agency overtime costs; 2) contract security personnel costs; and, 3) state-ordered National Guard deployments required to augment security at critical infrastructure during the period of hostilities with Iraq and future periods of heightened threat. ***Guidance on the use of funds for future periods of heightened threat, should these arise, will be provided to each grantee by the Department of Homeland Security.*** A list of critical infrastructure eligible for security funding support with funds provided through the FY 2003 SHSGP II may be found in Appendix A.

States are advised that at least 50 percent of this funding allocation MUST be provided to local communities.

2. First Responder Preparedness: Funds provided as part of the FY 2003 SHSGP II may be used to supplement activities initiated with the state's Fiscal Year 2003 State Homeland Security Grant, including: 1) procurement of specialized emergency response and terrorism incident prevention equipment; 2) design, development, conduct and evaluation of combating terrorism exercises; 3) institutionalizing awareness and performance level training at the state and local level; and, 4) planning and administrative costs associated with updating and implementing the state's homeland security strategy. A complete list of allowable equipment, exercise, training and planning/ administrative costs may be found in Appendix B.

States are advised at least 80 percent of this funding allocation MUST be provided to local communities. Additionally, only 3 percent of the total first responder preparedness allocation may be used for administrative purposes.

D. Unauthorized Program Expenditures

1. Critical Infrastructure Protection: Grant funds awarded under this program may not be used to pay for enhanced security costs ***incurred prior to March 17, 2003, or after April 16, 2003, unless otherwise specified by the Department of Homeland Security.***

Note: Funds not used to cover costs of heightened security at critical infrastructure sites during the period of hostilities with Iraq as defined above may be retained through the end of the award period for use in conjunction with future periods of heightened threat. ***Guidance on the use of funds for future periods of heightened threat, should these arise, will be provided to each grantee by the Department of Homeland Security.***

2. First Responder Preparedness: Grant funds awarded under this program may not be used for emergency responder programs inconsistent with the state's homeland security strategy, or for equipment, exercise, training or planning/

administrative costs incurred prior to the award start date of the grant or otherwise budgeted for with state or local funds.

III. Eligible Applicants and Funding Availability

The FY 2003 SHSGP II is intended to supplement funding available through the FY 2003 State Homeland Security Grant Program for first responder preparedness, and to provide the resources necessary for states and local communities to mitigate the costs of enhanced security at critical infrastructure facilities during the period of hostilities with Iraq and future periods of heightened threat.

The Governor of each state has designated a state agency, also known as a state administrative agency (SAA), to apply for and administer the grant funds under this program. ***The State may elect to subgrant FY 2003 funding directly to cities or counties within the State or to retain the funds for use at the State level, provided that the State has complied with any pass through requirements that apply.***

FY 2003 allocations for first responder preparedness and heightened critical infrastructure preparedness were determined using a base amount of .75 percent of the total allocation for the states (including the District of Columbia and the Commonwealth of Puerto Rico) and .25 percent of the total allocation for the U.S. territories, including American Samoa, the Commonwealth of the Northern Mariana Islands, Guam and the U.S. Virgin Islands), with the balance of funds being distributed on a population-share basis. Population figures for the fifty states, the District of Columbia and the Commonwealth of Puerto Rico were determined using July 2002 U.S. Bureau of the Census population estimates. Population figures for American Samoa, the Commonwealth of the Northern Mariana Islands, Guam and the U.S. Virgin Islands were determined using April 2000 U.S. Bureau of the Census data.

The table on the next page provides a breakdown of FY 2003 funding allocations by state.

STATE HOMELAND SECURITY GRANT PROGRAM - PART II
FISCAL YEAR 2003 FUNDING ALLOCATIONS

<u>STATE NAME</u>	<u>FIRST RESPONDER PREPAREDNESS ALLOCATION</u>	<u>CRITICAL INFRASTRUCTURE PROTECTION ALLOCATION</u>	<u>TOTAL ALLOCATION</u>
ALABAMA	21,709,000	3,340,000	25,049,000
ALASKA	11,466,000	1,764,000	13,230,000
ARIZONA	24,295,000	3,738,000	28,033,000
ARKANSAS	16,974,000	2,611,000	19,585,000
CALIFORNIA	103,355,000	15,901,000	119,256,000
COLORADO	21,763,000	3,348,000	25,111,000
CONNECTICUT	18,974,000	2,919,000	21,893,000
DELAWARE	11,902,000	1,831,000	13,733,000
DISTRICT OF COLUMBIA	11,272,000	1,734,000	13,006,000
FLORIDA	54,301,000	8,354,000	62,655,000
GEORGIA	32,568,000	5,011,000	37,579,000
HAWAII	13,068,000	2,011,000	15,079,000
IDAHO	13,325,000	2,050,000	15,375,000
ILLINOIS	43,338,000	6,667,000	50,005,000
INDIANA	26,168,000	4,026,000	30,194,000
IOWA	17,578,000	2,704,000	20,282,000
KANSAS	16,989,000	2,614,000	19,603,000
KENTUCKY	20,660,000	3,178,000	23,838,000
LOUISIANA	21,699,000	3,338,000	25,037,000
MAINE	13,201,000	2,031,000	15,232,000
MARYLAND	24,299,000	3,738,000	28,037,000
MASSACHUSETTS	26,884,000	4,136,000	31,020,000
MICHIGAN	36,540,000	5,622,000	42,162,000
MINNESOTA	23,131,000	3,559,000	26,690,000
MISSISSIPPI	17,405,000	2,678,000	20,083,000
MISSOURI	24,871,000	3,826,000	28,697,000
MONTANA	12,174,000	1,873,000	14,047,000
NEBRASKA	14,359,000	2,209,000	16,568,000
NEVADA	15,544,000	2,391,000	17,935,000
NEW HAMPSHIRE	13,149,000	2,023,000	15,172,000
NEW JERSEY	32,648,000	5,023,000	37,671,000
NEW MEXICO	14,695,000	2,261,000	16,956,000
NEW YORK	60,816,000	9,356,000	70,172,000
NORTH CAROLINA	31,928,000	4,912,000	36,840,000
NORTH DAKOTA	11,440,000	1,760,000	13,200,000
OHIO	40,194,000	6,184,000	46,378,000
OKLAHOMA	19,063,000	2,933,000	21,996,000
OREGON	19,137,000	2,944,000	22,081,000
PENNSYLVANIA	42,630,000	6,559,000	49,189,000
RHODE ISLAND	12,601,000	1,939,000	14,540,000
SOUTH CAROLINA	20,698,000	3,184,000	23,882,000
SOUTH DAKOTA	11,779,000	1,812,000	13,591,000
TENNESSEE	25,203,000	3,877,000	29,080,000
TEXAS	67,806,000	10,432,000	78,238,000
UTAH	15,924,000	2,450,000	18,374,000
VERMONT	11,394,000	1,753,000	13,147,000
VIRGINIA	29,192,000	4,491,000	33,683,000
WASHINGTON	25,928,000	3,989,000	29,917,000
WEST VIRGINIA	14,553,000	2,239,000	16,792,000
WISCONSIN	24,254,000	3,731,000	27,985,000
WYOMING	11,079,000	1,705,000	12,784,000
PUERTO RICO	20,036,000	3,082,000	23,118,000
VIRGIN ISLANDS	3,540,000	545,000	4,085,000
AMERICAN SAMOA	3,403,000	523,000	3,926,000
GUAM	3,663,000	563,000	4,226,000
NORTHERN MARIANA ISLANDS	3,435,000	528,000	3,963,000
TOTAL	1,300,000,000	200,000,000	1,500,000,000

IV. Application Guidance

Applications need to be prepared in accordance with the directions contained in Section V of this booklet.

ODP now only accepts applications electronically through the Grants Management System (GMS) located on the OJP web site. Instructions regarding electronic submissions through GMS are provided on the OJP web site at:
www.ojp.usdoj.gov/fundopps.htm

Questions regarding the application process or programmatic questions involving application submission requirements, application content requirements and other administrative inquiries relating to the FY 2003 SHSGP II may be directed to the ODP Helpline at 1-800-368-6498.

V. Application Requirements

A. On-Line Application: The on-line application must be completed and submitted by the applicant using the OJP GMS system described above. This on-line application replaces the following previously required paper forms:

- Standard Form 424, Application for Federal Assistance
- Standard Form LLL, Disclosure of Lobbying Activities
- OJP Form 4000/3, Assurances
- OJP Form 4061/6, Certifications
- Equipment Coordination Certification
- Non-Supplanting Certification

These grants are offered by the U.S. Department of Homeland Security, Office for Domestic Preparedness. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office for Domestic Preparedness Fiscal Year 2003 State Homeland Security Grant Program." When referring to this title, please use the following CFDA number:16.007. When completing the on-line application, applicants should identify their submissions as new, nonconstruction applications. These grants are offered by the U.S. Department of Homeland Security, Office for Domestic Preparedness. ***The project period will be for a period not to exceed 24 months.***

Note: To expedite the application and award process, no budget information or program narrative is required to apply for this grant. However, applicants MUST provide budget detail worksheets with the Categorical Assistance Progress Report (CAPR) for the period ending June 30, 2003. These reports are due by July 30, 2003. Additional information on this requirement is provided in Appendix C. If budget detail worksheets are not provided with the CAPR for the period ending June 30, 2003, funds

may be withheld until the required information is submitted to and approved by ODP. Applicants will also be required to provide a final budget prior to closeout of the grant.

- B. Freedom of Information Act (FOIA):** ODP recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552 (FOIA), all determinations concerning the release of information of this nature are made on a case-by-case basis by the OJP FOIA Office, and may well likely fall within one or more of the available exemptions under the Act.

Applicants are also encouraged to consult their own state and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. At the same time, applicants should be aware that any information created exclusively for the purpose of applying for and monitoring grants hereunder is the property of the U.S. Government, and shall not otherwise be disclosed or released pursuant to state or local law or regulation.

VI. Administrative Requirements

A. General Requirements

1. Single Point of Contact (SPOC) Review: Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State SPOC, if one exists and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be provided.

B. Financial Requirements

1. Non-Supplanting Certification: This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the preaward review, postaward monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

2. Match Requirement: None

3. Assurances: The on-line application includes a list of assurances that the applicant must comply with in order to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. You will be agreeing to these assurances when you submit your application on-line through GMS.

4. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement: This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Homeland Security in awarding grants.

5. Suspension or Termination of Funding: The Office for Domestic Preparedness may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to make satisfactory progress toward the goals or objectives set forth in this application.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, ODP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

VII. Reporting Requirements

The following reports are required of all program participants:

- **Financial Status Reports (Standard Form 269A):** Financial Status Reports are due within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs (see Appendix C). The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.
- **Categorical Assistance Progress Reports (OJP Form 4587/1):** Categorical Assistance Progress Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award (see Appendix C). The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final programmatic progress report is due 120 days after the end date of the award period.

Note: Applicants MUST provide budget detail worksheets with the Categorical Assistance Progress Report due after June 30, 2003. Additional information on this requirement is provided in Appendix C. Applicants will also be required to provide a final budget prior to closeout of the grant.

- **Financial and Compliance Audit Report:** Recipients that expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. Audit reports are currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2003 SDPP assistance for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

Appendix A

Site Eligibility for Critical Infrastructure Protection Funding

Site Eligibility for Critical Infrastructure Protection Funding

As part of the FY 2003 SHSGP II, funding is being provided to pay for costs associated with increased security measures at critical infrastructure sites during the period of hostilities with Iraq (March 17, 2003 - April 16, 2003) and future periods of heightened threat. States and local governments should generally consider critical infrastructure to include any system or asset that if attacked would result in catastrophic loss of life and/or catastrophic economic loss. In addition, protection for the following specific types of facilities should also be considered:

- Public water systems serving large population centers
- Primary data storage and processing facilities, major stock exchanges and major banking centers
- Chemical facilities located in close proximity to large population centers
- Major power generation facilities that exceed 2000MW and if successfully attacked would disrupt the regional electric grid
- Hydroelectric facilities and dams that produce power in excess of 2000MW or could result in catastrophic loss of life if breached
- Nuclear Power plants
- Electric substations 500KV or larger, and substations 345KV or larger that are part of a critical system supporting populations in excess of one million people
- Rail and highway bridges over major waterways that, if destroyed, would cause catastrophic economic loss
- Major highway tunnels under waterways that if attacked would cause catastrophic loss of life or catastrophic economic impact
- Major natural gas transmission pipelines in excess of 3000 bcf throughput
- Natural Gas and liquid Natural Gas Storage (LNG) facilities
- Major petroleum handling facilities such as pipelines, ports, refineries and terminals
- Major mass transit subway systems and the supporting ventilation systems

Appendix B

Allowable Equipment, Exercise, Training and Planning/ Administrative Costs

Allowable Equipment, Exercise, Training and Planning/ Administrative Costs

I. Allowable Equipment Costs

Funds from the First Responder Preparedness Allocation may be used by the states to enhance capabilities in the areas of law enforcement, emergency medical services, emergency management, the fire service, hazardous materials, public works, public health, governmental administrative, public safety communications, healthcare and public health at the state and local levels of government in accordance with the goals and objectives identified in their state's homeland security strategy. In addition, states and localities may use their equipment allocations to purchase equipment designed to protect critical infrastructure from terrorist attacks and for equipment to prevent terrorist incidents. First Responder Preparedness Funds may also be used for sustainment of first responder equipment that would be used in a jurisdiction's response to a terrorist threat or event. This would include repair and replacement parts, equipment warranties and maintenance contracts for equipment purchased under any ODP state equipment grant.

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Search & Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. Terrorism Incident Prevention Equipment
9. CBRNE Logistical Support Equipment
10. CBRNE Incident Response Vehicles
11. Medical Supplies and Limited Types of Pharmaceuticals
12. CBRNE Reference Materials

1. Personal Protective Equipment - Equipment worn to protect the individual from hazardous materials and contamination. Levels of protection vary and are divided into three categories based on the degree of protection afforded. The following constitutes equipment intended for use in a chemical/biological threat environment:

Level A. Fully encapsulated, liquid and vapor protective ensemble selected when the highest level of skin, respiratory and eye protection is required. The following constitutes Level A equipment for consideration:

- Fully Encapsulated Liquid and Vapor Protection Ensemble, reusable or disposable (tested and certified against CB threats)
- Fully Encapsulated Training Suits

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- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), or open-circuit Self-Contained Breathing Apparatus (SCBA) or, when appropriate, Air-Line System with 15-minute minimum escape SCBA
 - Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
 - Chemical Resistant Gloves, including thermal, as appropriate to hazard and to supplement funding provided through the FY 2003 State Homeland Security Grant Program for first responder preparedness.
 - Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
 - Hardhat/helmet
 - Chemical/Biological Protective Undergarment
 - Inner Gloves
 - Approved Chemical Resistant Tape
 - Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
 - Chemical Resistant Outer Booties

Level B. Liquid splash resistant ensemble used with highest level of respiratory protection. The following constitute Level B equipment and should be considered for use:

- Liquid Splash Resistant Chemical Clothing, encapsulated or non-encapsulated
- Liquid Splash Resistant Hood
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), open-circuit SCBA, or when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
- Hardhat/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

Level C. Liquid splash resistant ensemble, with same level of skin protection of Level B, used when the concentration(s) and type(s) of airborne substances(s) are known and the criteria for using air-purifying respirators are met. The following constitute Level C equipment and should be considered for use:

- Liquid Chemical Splash Resistant Clothing (permeable or non-permeable)
- Liquid Chemical Splash Resistant Hood (permeable or non-permeable)
- Tight-fitting, Full Facepiece, Negative Pressure Air Purifying Respirator with the appropriate cartridge(s) or canister(s) and P100 filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Tight-fitting, Full Facepiece, Powered Air Purifying Respirator (PAPR) with chemically resistant hood with appropriate cartridge(s) or canister(s) and high-efficiency filter(s) for protection against toxic industrial chemicals, particulates,

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- and military specific agents.
 - Equipment or system batteries will include those that are rechargeable (e.g. NiCad) or non-rechargeable with extended shelf life (e.g. Lithium)
 - Chemical Resistant Gloves, including thermal, as appropriate to hazard
 - Personal Cooling System; Vest or Full Suit with support equipment
 - Hardhat
 - Inner Chemical/Biological Resistant Garment
 - Inner Gloves
 - Chemical Resistant Tape
 - Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
 - Chemical Resistant Outer Booties

Level D. Selected when no respiratory protection and minimal skin protection is required, and the atmosphere contains no known hazard and work functions preclude splashes, immersion, or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals.

- Escape mask for self-rescue

Note: During CBRNE response operations, the incident commander determines the appropriate level of personal protective equipment. As a guide, Levels A, B, and C are applicable for chemical/ biological/ radiological contaminated environments. Personnel entering protective postures must undergo medical monitoring prior to and after entry.

All SCBAs should meet standards established by the National Institute for Occupational Safety and Health (NIOSH) for occupational use by emergency responders when exposed to Chemical, Biological, Radiological and Nuclear (CBRN) agents in accordance with Special Tests under NIOSH 42 CFR 84.63(c), procedure number RCT-CBRN-STP-0002, dated December 14, 2001. ODP anticipates making compliance with NIOSH SCBA CBRN certification a mandatory requirement for all SCBAs purchased under the FY 2004 State Homeland Security Grant Program.

Grant recipients should purchase: 1) protective ensembles for chemical and biological terrorism incidents that are certified as compliant with Class 1, Class 2, or Class 3 requirements of National Fire Protection Association (NFPA) 1994, Protective Ensembles for Chemical/Biological Terrorism Incidents; 2) protective ensembles for hazardous materials emergencies that are certified as compliant with NFPA 1991, Standard on Vapor Protective Ensembles for Hazardous Materials Emergencies, including the chemical and biological terrorism protection; 3) protective ensembles for search and rescue or search and recovery operations where there is no exposure to chemical or biological warfare or terrorism agents and where exposure to flame and heat is unlikely or nonexistent that are certified as compliant with NFPA 1951, Standard on Protective Ensemble for USAR Operations; and, 4) protective clothing from blood and body fluid pathogens for persons providing treatment to victims after decontamination that are certified as compliant with NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations. For more information regarding these standards, please refer to the following web sites:

The National Fire Protection Association - <http://www.nfpa.org>

National Institute for Occupational Safety and Health - <http://www.cdc.gov/niosh>

2. Explosive Device Mitigation and Remediation - Equipment providing for the mitigation and remediation of explosive devices in a CBRNE environment:

- Bomb Search Protective Ensemble for Chemical/Biological Response
- Chemical/Biological Undergarment for Bomb Search Protective Ensemble
- Cooling Garments to manage heat stress
- Ballistic Threat Body Armor (not for riot suppression)
- Ballistic Threat Helmet (not for riot suppression)
- Blast and Ballistic Threat Eye Protection (not for riot suppression)
- Blast and Overpressure Threat Ear Protection (not for riot suppression)
- Fire Resistant Gloves
- Dearmer/Disrupter
- Real Time X-Ray Unit; Portable X-Ray Unit
- CBRNE Compatible Total Containment Vessel (TCV)
- CBRNE Upgrades for Existing TCV
- Robot; Robot Upgrades
- Fiber Optic Kit (inspection or viewing)
- Tents, standard or air inflatable for chem/bio protection
- Inspection mirrors
- Ion Track Explosive Detector

3. CBRNE Search and Rescue Equipment - Equipment providing a technical search and rescue capability for a CBRNE environment:

- Hydraulic tools; hydraulic power unit
- Listening devices; hearing protection
- Search cameras (including thermal and infrared imaging)
- Breaking devices (including spreaders, saws and hammers)
- Lifting devices (including air bag systems, hydraulic rams, jacks, ropes and block and tackle)
- Blocking and bracing materials
- Evacuation chairs (for evacuation of disabled personnel)
- Ventilation fans

4. Interoperable Communications Equipment - Equipment and systems providing connectivity and electrical interoperability between local and interagency organizations to coordinate CBRNE response operations:

- Land Mobile, Two-Way In-Suit Communications (secure, hands-free, fully duplex, optional), including air-to-ground capability (as required)
- Antenna systems
- Personnel Alert Safety System (PASS) - (location and physiological monitoring systems optional)
- Personnel Accountability Systems
- Individual/portable radios, software radios, portable repeaters, radio interconnect systems, satellite phones, batteries, chargers and battery conditioning systems
- Computer systems designated for use in an integrated system to assist with detection and communication efforts (must be linked with integrated software)

packages designed specifically for chemical and/or biological agent detection and communication purposes)

Portable Meteorological Station (monitors temperature, wind speed, wind direction and barometric pressure at a minimum)

- Computer aided dispatch system
- Commercially available crisis management software
- Mobile Display Terminals

Note: In an effort to improve public safety interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25

*suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band and the Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has chosen the Project 25 suite of standards for their new radio equipment. **In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.***

5. Detection Equipment - Equipment to sample, detect, identify, quantify, and monitor for chemical, biological, radiological/nuclear and explosive agents throughout designated areas or at specific points:

Chemical

- M-8 Detection Paper for chemical agent identification
- M-9 Detection Paper (roll) for chemical agent (military grade) detection
- M-256 Detection Kit for Chemical Agent (weapons grade—blister: CX/HD/L; blood: AC/CK; and nerve: GB/VX) detection
- M-256 Training Kit
- M-18 Series Chemical Agent Detector Kit for surface/vapor chemical agent analysis
- Hazard Categorizing (HAZCAT) Kits
- Photo-Ionization Detector (PID)
- Flame Ionization Detector (FID)
- Surface Acoustic Wave Detector
- Gas Chromatograph/Mass Spectrometer (GC/MS)
- Ion Mobility Spectrometry
- Stand-Off Chemical Detector
- M-272 Chemical Agent Water Test Kit
- Colormetric Tube/Chip Kit specific for TICs and CBRNE applications
- Multi-gas Meter with minimum of O₂ and LEL
- Leak Detectors (soap solution, ammonium hydroxide, etc)
- pH Paper/pH Meter
- Waste Water Classifier Kit
- Oxidizing Paper
- Protective cases for sensitive detection equipment storage & transport

Biological

Point Detection Systems/Kits (Immunoassay or other technology)

Radiological/Nuclear

- Radiation detection equipment (electronic or other technology that detects alpha, beta, gamma, and high intensity gamma)
- Personal Dosimeter
- Scintillation Fluid (radiological) pre-packaged
- Radiation monitors

Explosive

- Canines (initial acquisition, initial operational capability only)

6. Decontamination Equipment - Equipment and material used to clean, remediate, remove or mitigate chemical and biological contamination:

Chemical

- Decontamination system for individual and mass application with environmental controls, water heating system, showers, lighting, and transportation (trailer)
- Decon Litters/roller systems
- Extraction Litters, rollable
- Runoff Containment Bladder(s), decontamination shower waste collection with intrinsically-safe evacuation pumps, hoses, connectors, scrub brushes, nozzles
- Spill Containment Devices
- Overpak Drums
- Non-Transparent Cadaver Bags (CDC standard)
- Hand Carts
- Waste water classification kits/strips

Biological

- HEPA (High Efficiency Particulate Air) Vacuum for dry decontamination

7. Physical Security Enhancement Equipment - Equipment to enhance the physical security of critical infrastructure.

Surveillance, Warning, Access/Intrusion Control

Ground

- Motion Detector Systems: Acoustic; Infrared; Seismic; Magnetometers
- Barriers: Fences; Jersey Walls
- Impact Resistant Doors and Gates
- Portal Systems; locking devices for access control

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- Alarm Systems
 - Video Assessment/Cameras: Standard, Low Light, IR, Automated Detection
Personnel Identification: Visual; Electronic; Acoustic; Laser; Scanners;
Cyphers/Codes
 - X-Ray Units
 - Magnetometers
 - Vehicle Identification: Visual; Electronic; Acoustic; Laser; Radar

Waterfront

- Radar Systems
- Video Assessment System/Cameras: Standard, Low Light, IR, Automated Detection
- Diver/Swimmer Detection Systems; Sonar
- Impact Resistant Doors and Gates
- Portal Systems
- Hull Scanning Equipment
- Plus all those for Ground

Sensors – Agent/Explosives Detection

- Chemical: Active/Passive; Mobile/Fixed; Handheld
- Biological: Active/Passive; Mobile/Fixed; Handheld
- Radiological
- Nuclear
- Ground/Wall Penetrating Radar

Inspection/Detection Systems

- Vehicle & Cargo Inspection System – Gamma-ray
- Mobile Search & Inspection System – X-ray
- Non-Invasive Radiological/Chem/Bio/Explosives System – Pulsed Neutron Activation

Explosion Protection

- Blast/Shock/Impact Resistant Systems
- Protective Clothing
- Column and Surface Wraps; Breakage/Shatter Resistant Glass; Window Wraps
- Robotic Disarm/Disable Systems

8. Terrorism Incident Prevention Equipment (Terrorism Early Warning, Prevention, and Deterrence Equipment and Technologies) - State and local public safety agencies will increasingly rely on the integration of emerging technologies and equipment to improve jurisdictional capabilities to deter and prevent terrorist incidents. This includes, but is not limited to, equipment and associated components that enhance a jurisdiction's ability to disseminate advanced warning information to prevent a terrorist incident or disrupt a terrorist's ability to carry out the event, including information sharing, threat recognition, and public/private sector collaboration.

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- Data collection/information gathering software
Data synthesis software
 - Geographic Information System information technology and software
 - Law enforcement surveillance equipment

9. CBRNE Logistical Support Equipment - Logistical support gear used to store and transport the equipment to the CBRNE incident site and handle it once onsite. This category also includes small support equipment including intrinsically-safe (non-sparking) hand tools required to support a variety of tasks and to maintain equipment purchased under the grant as well as general support equipment intended to support the CBRNE incident response:

- Equipment trailers
- Weather-tight containers for equipment storage
- Software for equipment tracking and inventory
- Handheld computers for Emergency Response applications
- Small Hand tools
- Binoculars, head lamps, range finders and spotting scopes (not for weapons use)
- Small Generators to operate light sets, water pumps for decontamination sets
- Light sets for nighttime operations/security
- Electrical Current detectors
- Equipment harnesses, belts, and vests
- Isolation containers for suspected chemical/biological samples
- Bull horns
- Water pumps for decontamination systems
- Bar code scanner/reader for equipment inventory control
- Badging system equipment and supplies
- Cascade system for refilling SCBA oxygen bottles
- SCBA fit test equipment and software to conduct flow testing
- Testing Equipment for fully encapsulated suits
- Cooling/Heating/Ventilation Fans (personnel and decontamination tent use)
- HAZMAT Gear Bag/Box

10. CBRNE Incident Response Vehicles - This category includes special-purpose vehicles for the transport of CBRNE response equipment and personnel to the incident site. Licensing and registration fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (squad cars, executive transportation, etc.), fire apparatus, and tactical/armored assault vehicles are not allowable. Allowable vehicles include:

- Mobile command post vehicles
- Hazardous materials (HazMat) response vehicles
- Bomb response vehicles
- Prime movers for equipment trailers
- 2-wheel personal transport vehicles for transporting fully suited bomb technicians, Level A/B suited technicians to the Hot Zone
- Multi-wheeled all terrain vehicles for transporting personnel and equipment to and from the Hot Zone

11. Medical Supplies and Pharmaceuticals - Medical supplies and pharmaceuticals required for response to a CBRNE incident. Grantees are responsible for replenishing items after shelf-life expiration date(s).

Medical Supplies

- Automatic Biphasic External Defibrillators and carry bags
- Equipment and supplies for establishing and maintaining a patient airway at the advanced life support level (to include OP and NG airways; ET tubes, styletes, blades, and handles; portable suction devices and catheters; and stethoscopes for monitoring breath sounds)
- Blood Pressure Cuffs
- IV Administration Sets (Macro and Micro) and Pressure Infusing Bags
- IV Catheters (14, 16, 18, 20, and 22 gauge)
- IV Catheters (Butterfly 22, 24 and 26 gauge)
- Manual Biphasic Defibrillators (defibrillator, pacemaker, 12 lead) and carry bags
- Eye Lense for Lavage or Continuous Medication
- Morgan Eye Shields
- Nasogastric Tubes
- Oxygen administration equipment and supplies (including bag valve masks; rebreather and non-rebreather masks, and nasal cannulas; oxygen cylinders, regulators, tubing, and manifold distribution systems; and pulse oximetry, Capnography & CO2 detection devices)
- Portable Ventilator
- Pulmonary Fit Tester
- Syringes (3cc and 10cc)
- 26 ga ½" needles (for syringes)
- 21 ga. 1 ½ " needles (for syringes)
- Triage Tags and Tarps
- Sterile and Non-Sterile dressings, all forms and sizes
- Gauze, all sizes

Pharmaceuticals

- 2Pam Chloride
- Adenosine
- Albuterol Sulfate .083%
- Albuterol MDI
- Atropine 0.1 & 0.4 mg/ml
- Atropine Auto Injectors
- Benadryl
- CANA Auto Injectors
- Calcium Chloride
- Calcium Gluconate 10%
- Ciprofloxin PO
- Cyanide kits
- Dextrose
- Dopamine

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- Doxycycline PO
 - Epinephrine
 - Glucagon
 - Lasix
 - Lidocaine
 - Loperamide
 - Magnesium Sulfate
 - Methylprednisolone
 - Narcan
 - Nubain
 - Nitroglycerin
 - Normal Saline (500 and 1000 ml bags)
 - Potassium Iodide
 - Silver Sulfadiazine
 - Sodium Bicarbonate
 - Sterile Water
 - Tetracaine
 - Thiamine
 - Valium

12. CBRNE Reference Materials - Reference materials designed to assist emergency first responders in preparing for and responding to a CBRNE incident. This includes but is not limited to the following:

- NFPA Guide to hazardous materials
- NIOSH Hazardous Materials Pocket Guide
- North American Emergency Response Guide
- Jane's Chem-Bio Handbook
- First Responder Job Aids

II. Allowable Exercise Costs

Funds from the First Responder Preparedness Allocation may be used to plan for, design, develop, conduct and evaluate exercises that train emergency responders and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. Exercises must be threat and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. These manuals will provide explicit direction on the design, conduct and evaluation of terrorism exercises. Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with the HSEEP.

Allowable exercise-related costs include:

1. Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

2. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

3. Overtime - Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with either the federal or an organizationally-approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Implementation of the HSEEP - Costs related to setting up and maintaining a system to track the completion and submission of AARs and the implementation of corrective actions from exercises, which may include costs associated with meeting with local jurisdictions to define procedures. *(Note: ODP is developing a national information system for the scheduling of exercises and the tracking of AAR/CAPs to reduce the burden on the states and to facilitate national assessments of preparedness.)*

7. Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

III. Allowable Training Costs

Funds from the First Responder Preparedness Allocation may be used to enhance the capabilities of state and local first responders through the development of a state homeland security training program. Allowable training-related costs include: 1) establishment of CBRNE training capacities within existing training academies, universities or junior colleges; and, 2) overtime costs associated with attendance at ODP sponsored CBRNE training courses.

The target audience for training supported through the FY 2003 SHSGP II must be emergency responders, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative and private security guards. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the ODP Emergency Responder Guidelines. These guidelines may be found at: http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines, states are encouraged to adopt the following current ODP awareness and performance level courses:

- Emergency Response to Terrorism: Basic Concepts
- Emergency Response to Terrorism: Basic Concepts (Train the Trainer)
- Emergency Response to Terrorism: Basic Concepts (Self-Study)
- Managing Civil Actions in Threat Incidents (MCATI): Basic Course (Train the Trainer)
- Terrorism Awareness for Emergency Responders (Internet)
- Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)
- Public Works: Basic Concepts for WMD Incidents (Internet)
- Law Enforcement Response to Weapons of Mass Destruction-Awareness
- Law Enforcement Response to Weapons of Mass Destruction-Awareness (Train the Trainer)
- Campus Law Enforcement Awareness Training on WMD Terrorism
- Incident Response to Terrorist Bombings-Awareness
- WMD Radiological/Nuclear Awareness
- WMD Radiological/Nuclear Awareness (Train the Trainer)
- WMD Crime Scene Management for Emergency Responders
- Emergency Response to Terrorism: Operations Course (Train the Trainer)

For a detailed description of each of these courses please refer to the ODP WMD Training Course Catalogue located at: <http://www.ojp.usdoj.gov/odp/>

IV. Allowable Planning/ Administrative Costs

Funds from the First Responder Preparedness Allocation may be used to pay for activities associated with the completion of the FY 2003 assessment and strategy update process, as well as for those costs associated with the implementation of the overall state homeland security strategy, including: 1) conducting training sessions to ensure accurate completion of the needs assessment; 2) updating and refining statewide homeland security strategic plans; 3) hiring of full or part-time staff or contractors/consultants to assist with the collection of the needs assessment data and updating of the state strategic plan; 4) travel expenses; 5) meeting-related expenses; 6) implementing and managing programs for equipment acquisition, training and exercises; 7) conducting local or regional strategy implementation meetings; 8) hiring of full or part-time staff or contractors/ consultants to assist with the implementation and administration of the state homeland security strategic

plan; and, 9) the acquisition of authorized office equipment. (Note: Authorized office equipment includes personal computers, laptop computers, printers, LCD projectors and other equipment or software which may be required to support implementation of the state strategy. For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at: <http://www.ojp.usdoj.gov/FinGuide>.)

In order for ODP to effectively coordinate homeland security programs with each state, it is imperative that the State Administrative Agency (SAA) in each state be sufficiently staffed to administer the full range of support programs offered by ODP and other federal agencies. When identifying administrative and planning needs, each grantee should assess current staffing levels and determine whether a portion of the FY 2003 SHSGP II funds should be used to enhance administrative capabilities within the SAA.



Appendix C

Grant Reporting Requirements

Grant Reporting Requirements

I. Financial Status Reports (SF-269A)

A. Reporting Time Line - Financial Status Reports are due within **45** days after the end of each calendar quarter. A report must be submitted for every quarter that the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs (see below).

	Report Period	Report Due By	Report Period	Report Due By	Report Period	Report Due By	Report Period	Report Due By
<i>First Quarter</i>	1/1 - 3/31	5/15						
<i>Second Quarter</i>			4/1 - 6/30	8/14				
<i>Third Quarter</i>					7/1 - 9/30	11/14		
<i>Fourth Quarter</i>							10/1 - 12/31	2/14

II. Categorical Assistance Progress Reports (OJP Form 4587/1)

A. Reporting Time Line - Categorical Assistance Progress Reports are due within **30** days after the end of the reporting periods, which are June and December 31, for the life of the award.

	Report Period	Report Due By	Report Period	Report Due By
First Quarter	1/1 - 6/30	7/31		
Second Quarter				
Third Quarter			7/1 - 12/31	1/31
Fourth Quarter				

B. Budget Detail Worksheets - Grantees MUST provide detailed budget information for ALL costs funded through the Fiscal Year 2003 SHSGP II. ***This information MUST be provided as an attachment to the Categorical Assistance Progress Report for the reporting period ending June 30, 2003.*** Sample Budget Detail Worksheets detailing the information that MUST be furnished for each allocation are provided below:

Sample Critical Infrastructure Protection Budget Detail Worksheet for Direct Purchases

Eligible Site	Cost Category	Allocation
X Bridge	National Guard Deployment	\$300,000
Y Transit System	Police Overtime	\$200,000
Z. Public Building	Contract Security Personnel	\$250,000
Total		\$750,000

Sample Critical Infrastructure Protection Budget Detail Worksheet for Sub-Awards

Jurisdiction	Allocation
County A	\$450,000
City B	\$750,000
State Agency C	\$250,000
Total	\$1,450,000

Sample First Responder Preparedness Budget Detail Worksheet for Direct Purchases of Equipment

Jurisdiction	Category	Item	Quantity	Total Cost	Discipline Allocation**
County A	PPE	SCBA - 30 min.	10	\$500	HZ - \$250 LE - \$250
City B	Detection	Chemical Agency Monitor	2	\$14,000	HZ- \$7,000 FS - \$7000
State Agency C	Communications	Radio Interconnect System	3	\$150,000	FS - \$50,000 LE - \$50,000 EMA - \$50,000
Total				\$164,500	

** Law Enforcement (LE), Emergency Medical Services (EMS), Emergency Management (EMA) Fire Service (FS), HazMat (HZ), Public Works (PW), Public Health (PH), Governmental Administrative (GA), Public Safety Communications (PSC), Health Care (HC).

Sample First Responder Preparedness Budget Detail Worksheet for Direct Purchases of Exercise, Training and Planning/ Administrative Services

Jurisdiction	Function	Category	Item	Amount
County A	Training	Overtime	Support attendance at Incident Response to Terrorist Bombings Course	\$750
City B	Exercises	Contractor	Design CBRNE Exercise Program	\$130,000
State Agency C	Planning/Admin	Personnel	Grant Manager	\$50,000
Total				\$135,750

Sample First Responder Preparedness Budget Detail Worksheet for Sub-Awards

Jurisdiction	Equipment Allocation	Exercise Allocation	Training Allocation	Planning/ Admin Allocation
County A	\$200,000.00		\$150,000.00	
City B	\$800,000.00	\$150,000.00		
State Agency C		\$300,000.00	\$300,000.00	\$250,000.00
Total	\$1,000,000.00	\$450,000.00	\$450,000.00	\$250,000.00

C. Additional Information - Grantees must also use Block 12 of ***each*** Categorical Assistance Progress Report to describe progress to date in implementing the grant and its impact on homeland security in the state. Each report must provide an update on the following activities that occurred during the designated reporting period:

1) Describe progress made to date in implementing this grant.

Funds Used for Equipment

If your state is sub-granting funds for equipment purchases, report:

- The total number of sub-grants that the state intends to award;
- The number of sub-grants that the state has awarded to date, with the total amount of awards made thus far;
- The names of agencies and/or jurisdictions that have received sub-grant awards during the reporting period and the amounts received; and
- The total amount of funds expended through approved sub-grants to date.
- Attach any new equipment budgets that have been submitted to the state by sub-grantees during the reporting period. Each sub-grant budget should include the Equipment Budget Category, Item, Quantity, Estimated Total Cost and Discipline Allocation.

If your state is purchasing and distributing equipment, report:

- The state agencies and/or local jurisdictions the have received equipment during the reporting period and the funding amount allocated for each;
- The total amount of funding that has been obligated by the state thus far;
- The total amount of funding that has been expended by the state thus far; and,
- The percentage of overall equipment (in dollar value) that has been received and distributed.

Regardless of the state's method of funding/equipment distribution, indicate whether personnel within recipient agencies and/or jurisdictions are sufficiently trained to use grant-funded equipment, and if technical assistance or other training is needed. Any procurement, distribution, or other equipment related problems should also be noted in the progress report.

Funds Used for Exercises

If the state is using exercise funds to hire state-level staff/contractors, indicate general activities that have occurred during the reporting period. Describe how the additional staff has contributed to enhancement of exercise programs within the state. Relevant questions to address may include:

- What elements of a statewide exercise program have been developed?
- What type of coordination has occurred between state-level exercise staff/contractors and local jurisdictions?
- What exercises have state exercise staff/contractors helped identify, develop, conduct, and/or evaluate? What jurisdictions were involved?
- If exercises have occurred, how are the post-evaluations being used to identify and address preparedness needs?
- Have actions been taken on any exercise evaluation findings?
- Attach any outstanding after action reports.

If exercise funds were provided to local jurisdictions and/or state agencies to develop, conduct, assess, and/or participate in exercises, indicate how those funds were generally used. Relevant questions to address may include:

- What jurisdictions/agencies were involved in the exercises?
- What activities did the funds support (i.e. overtime for participants, contractors, etc.)?
- If exercises have occurred, how are the post-evaluations being used to identify and address preparedness needs?
- Have actions been taken on any exercise evaluation findings?

Funds Used for Training

If funds have been used for training, describe how they were used. Some relevant questions to ask include:

-
- Are funds being used to develop a comprehensive Homeland Security training program in the state?
 - What steps have been identified and taken?
 - Have training staff been hired? What activities are they undertaking?
 - Have funds been provided to state academies, universities, or other institutions to enhance Homeland Security preparedness? How will this impact the number of responders and other officials trained?
 - If funds have been provided to academies, universities, or other institutions, how many individuals have been trained?
 - Are funds being provided to local jurisdictions and state agencies to pay for training courses/overtime?

Funds Used for Planning and Administrative Purposes

Report hiring of additional staff and activities they have pursued. Additionally, indicate steps taken to facilitate the state homeland security strategy. Describe meetings and assessment/strategy training sessions that have occurred with state officials and local jurisdictions. Note any difficulties and indicate if technical assistance is needed.

2) Additionally, address the following issues.

- Describe progress made to date on achieving the state's overall goals and objectives as identified in the state homeland security strategy.
- Briefly explain how ODP resources (other than those already addressed above) are contributing to attaining the overall goals and objectives identified in the state homeland security strategy.
- Identify other significant activities/ initiatives your state and/or local jurisdictions are pursuing to enhance overall preparedness and responder capabilities, particularly those initiatives not previously addresses in the state homeland security strategy, or not being supported by ODP resources.
- Identify problems your state is encountering regarding the implementation of any area of the state homeland security strategy, and any steps taken by your state to resolve these problems/ issues.
- Identify areas or concerns not addressed that require incorporation into the ODP State Assistance Plan (SAP).
- If applicable, briefly describe any unique initiatives/ promising practices your state has undertaken that may be applicable to other states or jurisdictions.

If applicable, provide any feedback on the ODP grant process and ODP assistance with strategy implementation, including implementation of the SAP. Identify any other issues or concerns not addresses above.